



Department of Health and Human Services
Public Health Service
Indian Health Service



Vacancy Announcement

Announcement No.:	IHS-06-007(R1)
Opening Date:	07-18-06
Closing Date:	OPEN UNTIL FILLED
Area of Consideration:	ALL SOURCES And Any Qualified Indian Candidates

READVERTISEMENT: OPEN TO ALL U.S. CITIZENS. TO AMEND THE CLOSING DATE TO OPEN UNTIL FILLED. APPLICANTS WHO PREVIOUSLY APPLIED UNDER VACANCY ANNOUNCEMENT IHS-06-007(R) NEED NOT REAPPLY. FIRST CUT-OFF DATE IS AUGUST 2 AND EVERY 15 DAYS UNTIL POSITION IS FILLED.

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability, and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Interdisciplinary Position:

Medical Officer (Psychiatry) GS-0602-14 or
Supervisory Clinical Psychologist GS-0180-14
One position to be filled by either discipline

OFFICE LOCATION:

Indian Health Service
Red Lake Service Unit
Behavioral Health Services Department
Red Lake, Minnesota

SALARY RANGE:

Medical Officer \$95,944 - \$119,281 PA
**Special Salary Rate authorized under 5 USC 5303*
Supervisory Clinical Psychologist \$87,533 - 113,791

Duty Station:

Red Lake, Minnesota

CONDITIONS OF EMPLOYMENT:

- Position has no known promotion potential.
- This is a competitive vacancy, open to all United States citizens; status and non-status candidates as advertised under the delegated examining authority to the Indian Health Service by the Office of Personnel Management.
- Applications will be accepted until sufficient applications have been received. First cutoff date is August 2, 2006 with subsequent cutoff dates every 15 days or until the position is filled. Previous applicants need not reapply unless to update their applications.
- Position does contain supervisory responsibilities and may require serving a one-year supervisory probationary period.
- One permanent full-time position.
- Travel and relocation expenses may be paid.
- Other additional compensation for which a medical officer/physician may be eligible, in addition to their base salary, is Physicians Comparability Allowance, starting at \$6,000 for a one year contract and maximum of \$60,000 for a two-year contract (there is a requirement of meeting new IHS mission specific criteria in certain cases to meet the statutory maximum

amounts for the one or two year contract). The maximum which may be payable for Medical Officer in accordance with the Executive Level I pay is \$180,100 per year.

- The selectee may be subject to a full field background investigation and security clearance before being appointed to the position and will be required to complete a Public Financial Disclosure Report, Standard Form 278.

Brief Statement of Duties and Responsibilities:

This position serves as the Director of the Behavioral Health Services Department and provides management of the mental health services at the Red Lake Hospital, a 19 bed general-medical hospital servicing the Red Lake Band of Chippewa Indians and eligible beneficiaries of the Indian Health Service (IHS). This position provides overall direction and leadership for the operational, procedural, and logistical integrity of the Department's service components. Provides supervision over Department staff and provides direct leadership with key hospital staff. Assures proper program staffing, evaluates staff, evaluates program quality, productivity, effectiveness and assesses the need to revise or develop additional programs to meet patient care needs. Works directly with clinical team leaders and department heads and coordinates the Department's efforts for program planning activities. Provides direct oversight for program spending and budgeting and maintains fiscal health and integrity of budget and funding. Advocates for Department funding and seeks alternate forms of external funding and support appropriate for Department's programs, i.e. grants, contracts, foundations, and other third party reimbursement support. Serves as expert advisor and consultant on programmatic aspects of the behavioral health care delivery system. Provides administrative liaison and oversight on behalf of the hospital and provides consultation and coordinates activities with tribal, federal, state, county, and other agencies on the impact of behavioral health problems and programs and to achieve a more comprehensive behavioral health care system for Native Americans within the services area. Promotes and provides oversight for training programs to include practicum, internship, residency, fellowships and other training programs and assures the quality of such programs and their relevance to and furtherance of behavioral health goals and objectives. Directs clinical and consultative services and provides clinical consultative, evaluative, and psychotherapeutic services to the hospital. Services include adult, child, and adolescent evaluation, diagnosis, and treatment of patients and consultative evaluations and recommendations to requesting health care personnel at the hospital. Performs other duties as assigned.

COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:**Medical Officer (Psychiatry):**

Degree Required: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation.

Note: To receive credit for education, you must submit your transcripts.

Graduate Training Required: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had one year of supervised experience providing direct service in a clinical setting, i.e., a one-year internship or the first year of a residency program in an institution accredited for such training. Training programs include only those internship, residency, and fellowship programs that are approved by the accrediting bodies recognized within the United States or Canada.

Licensure Requirement: Candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Additional Requirements for GS-12 and above: Candidates must have knowledge, skills, and abilities appropriate to the position to be filled. Experience and training must have been progressive and responsible, demonstrating good knowledge of current principles, practices, methods, and techniques in the field of medicine.

General Practice positions: General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Candidates must meet the following graduate training and experience.

For GS-14: 3 years of graduate training or equivalent experience and training and one year of appropriate experience equivalent to the GS-13.

Specialist positions: Specialist positions require graduate training and experience related to the specialty and subspecialty of the position to be filled. Candidates must meet the following graduate training and experience.

For GS-14: 4 years of residency training in the specialty of the position to be filled or equivalent experience and training.

In addition to basic requirements: Candidates must have had 52 weeks of specialized experience equivalent to the GS-13 grade level to qualify for the GS-14 grade level. Examples of specialized experience are performing as a medical officer, with responsibility for performing in the operation of medical services of a hospital or healthcare organization and performance in a healthcare delivery system. Experience must have been progressive and responsible, demonstrating good knowledge of current principles, practices, methods, and techniques in the field of medicine. The types of experience that will be credited are shown under "Statement of Duties and Responsibilities".

OR

Supervisory Clinical Psychologist:

Degree Required in Clinical Psychology: Completion of all the requirements for the doctoral degree (Ph.D. or equivalent) directly related to full professional work in clinical psychology.

Specialized Experience: One year of specialized experience equivalent to the GS-13. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience should specify duties and responsibilities as reflected in "Duties and Responsibilities" above.

>>Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

>>Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.

TIME-IN-GRADE REQUIREMENTS: Federal status candidates must have completed at least 52 weeks of service no more than one grade lower than the position to be filled.

SUPPLEMENTAL QUESTIONNAIRE AND RANKING FACTORS: Applicants who meet the basic qualification requirements described in this announcement will be further evaluated to determine whether or not you are highly qualified for this position. You should consider appropriate work or related experience, education, training, awards, outside activities, and performance appraisals, etc., for each of the **Knowledge, Skills, and Abilities (KSA)**, listed below. The information provided will be used to determine the "Best Qualified" candidates.

Please address the following Knowledge, Skills, and Abilities (KSAs) on separate bond paper. Your KSAs must be submitted with your application in order to receive consideration.

1. Professional knowledge of and experience in medical administration and in a wide range of concepts, principles, and practices in clinical psychology and public health implications.
2. Ability to administer, plan, coordinate, develop, implement, and evaluate a behavioral health services program.
3. Knowledge of and ability to apply a wide range of health care accrediting standards and Federal,

State, and local regulations and guidelines to a public health behavioral health program.

4. Knowledge of and a thorough understanding of the agency mission, functions, operational program goals, organizational structure, and Tribal behavioral health programs.
5. Ability to examine, re-engineer and improve operations, develop policies and procedures, and implement new strategies and requirements.
6. Ability to supervise a team and work in a team environment to organize resources, coordinate and communicate, establish priorities, and schedule work assignments.
7. Ability to work effectively in a cross-cultural environment requiring highly developed sensitivity to a diverse and broad range of educational, cultural, and economic status of persons and organizations.

WHO MAY APPLY:

Merit Promotion Candidates: Applicants will be accepted from status eligibles (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- Candidates **must indicate** whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.

All Sources: This is a competitive vacancy, open to all United States citizens; status and non-status candidates as advertised under delegated examining authority to the Indian Health Service by the Office of Personnel Management.

Veteran's Preference: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce. To claim veterans preference, veterans should provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans Preference. For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Commissioned Corps Officers: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3, and all other documents specified in this announcement including KSAs, transcripts, registration, etc."

Displaced Federal Employees: SPECIAL SELECTION PRIORITY PROVISIONS: FOR SURPLUS OR

DISPLACED FEDERAL EMPLOYEES UNDER A CAREER TRANSITION ASSISTANCE PLAN (CTAP).

A. CTAP (For Non - DOD Agencies Only)

If you are currently an employee who has received a Reduction-in-Force (RIF) separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a direct reassignment or transfer of function outside of the local commuting area, you may be entitled to special selection priority under the Career Transition Assistance Plan (CTAP). To receive this priority consideration you must:

1. Be a current Indian Health Service career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice, a Certificate of Expected Separation (CES), or notice of proposed separation for declining a directed reassignment or transfer of function outside of the local commuting area, and you are still on the rolls of the Indian Health Service. You must submit a copy of the RIF notice, CES, or notice of proposed separation with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the Indian Health Service in the same commuting area of the position for which you are requesting selection priority.
5. File your application by the closing date of the vacancy announcement and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to succeed in the position without undue interruption. Under IHS merit promotion procedures, the employee will be rated and ranked against an established cut-off score to determine the best-qualified applicant.

B. ICTAP (for all Federal Agencies)

SPECIAL SELECTION PRIORITY PROVISIONS FOR DISPLACED FEDERAL EMPLOYEES UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special selection priority under the Interagency Career Transition Assistance Plan (ICTAP). To receive this priority you must:

1. Be a displaced Federal employee. You must submit with your application a copy of the appropriate documentation, such as a RIF separation notice, a Standard Form 50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. The following categories of persons are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employee who:
 - 1)Received a specific RIF separation notice; **or**
 - 2)Separated because of a compensable injury or illness, whose compensation has been terminated, and whose former agency certifies that it is unable to place; **or**
 - 3)Retired with a disability and whose disability annuity has been, or is being, terminated; **or**
 - 4)Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a Standard Form 50

that indicates "Retirement in lieu of RIF," or retired under the discontinued service retirement option;

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under Section § 8337(H) or § 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating of record of at least fully successful or the equivalent. You must submit a copy of this performance rating with your application package. (*This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.*)
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting selection priority.
 5. File your application by the closing date of the vacancy announcement and meet all of the application criteria (e.g., submit all required documentation, etc.)
 6. Be rated "well-qualified" for the position. Well-qualified employees are eligible displaced Federal employees who meet the qualification and eligibility requirements for the position (including any selective factors) and possess the knowledge, skills, and abilities (KSA) to satisfactorily perform the duties of the position upon entry. Under IHS merit promotion procedures, the employees will be rated and ranked against an established cut-off score to determine the best-qualified applicant.

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify contact below. The decision on granting reasonable accommodation will be on a case-by-case basis.

WHERE TO APPLY:

**Indian Health Service
Division of Human Resources
801 Thompson Avenue, Suite 120
Rockville, Maryland 20852**

- A copy of this announcement may be obtained by calling (301) 443-6520. Vacancy Announcements may also be downloaded from the **OPM Website - USAJOBS**, www.usajobs.opm.gov or **IHS Website, www.ihs.gov**.
- For additional information, contact Mary I Tanequoot, DHR, at (505) 248-4238.
- The deadline for receipt of complete applications is close of business of the closing date of this announcement.
- Applications sent via email will be accepted and may be emailed to HQDHR@ihs.gov. All supporting documents **must** be received in this office no later than COB the date the vacancy announcement closes.
- Telefaxed copies of applications will **not** be accepted.
- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.

OTHER IMPORTANT INFORMATION:

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. This certifies the applicant an Indian as defined by the Indian Health Manual Chapter 7, Part 3. **Indian Preference will not be given unless BIA Form 4432 is attached to the application/resume.**
- Before hiring, the IHS will ask you to complete a “Declaration of Federal Employment” to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I authorize any and all persons involved directly and/or indirectly in the selection process to review my application".

Signature of Applicant

THE IHS is a SMOKE-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY

Choose one of the following forms to apply for this job.
Please submit one application or resume for each different job.

Optional Application for Federal Employment
(Form number OF-612)

Application for Federal Employment
(Form number SF-171)

Resume or Other written application format with information requested below.

***If your resume or application does not provide all the information we request, you may lose consideration for a job.
Persons who submit incomplete applications will not be considered. Your KSA's must be submitted in order to be considered.

Your resume or other application format **MUST** contain the following information:

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying

PERSONAL INFORMATION

Full name, mailing address (with zip codes), day and evening phone numbers (include area codes),

Social Security Number

Country of citizenship

EDUCATION

High School (name, city, and state) and date of diploma or GED

College and/or universities (name, city, and state, major, type and year of degrees received)

Copies of college transcripts, if applicable. **Education will NOT be given credit without them.**

WORK EXPERIENCE

Give the following for your paid and non-paid work experience related to the job for which you are applying:

Job title (**if Federal, please indicate series and grade**)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (**month and year**)

Hours per week

Salary

Indicate if we may contact your current supervisor

OTHER QUALIFICATIONS

Give dates but do not send documents unless requested:

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, and special accomplishments, for example, publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

KSA Ranking Factors (see vacancy announcement): MUST BE SUBMITTED WITH YOUR APPLICATION.

Submit the following documents along with your chosen application format if you are in one of the following categories:

COMMISSIONED OFFICER

A. Current Billet description.

B. Most recent "Commissioned Officers Effectiveness Report".

C. All other documents specified in this announcement including KSAs, transcripts, registration, etc."

INDIAN PREFERENCE

Verification of Indian Preference for Employment, Bureau of Indian Affairs (BIA) Form-4432.

Preference will not be given unless a copy of the 4432 is attached to the application.

VETERAN PREFERENCE

Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veteran Preference, Form SF-15.

To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connected disability. Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.

FEDERAL EMPLOYEE

(Current, former, or displaced)

A. **Notification of Personnel Action, SF-50.**

B. Current Performance Appraisal

Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.

Applicant Background Survey**GENERAL INSTRUCTIONS**

This survey is used to collect and analyze data involving race, sex, age, disability, and national origin from applicants for employment. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While completion of this form is voluntary, your cooperation is important to help ensure accurate information regarding employment practices. We ask you to answer each of the questions to the best of your ability. Print your answer clearly. Read each item thoroughly before selecting the appropriate response.

A. Announcement number(s) and/or position(s) for which you are applying:**B. Year of Birth:****C. For Agency Use:****D. How did you learn about the position or exam for which you are applying? For example: radio, job fair, friend, newspaper, school counselor, etc.****E. Ethnicity**

- ☐ HISPANIC or LATINO - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ☐ NOT HISPANIC or LATINO

F. Race (select one or more)

- ☐ AMERICAN INDIAN or ALASKA NATIVE - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- ☐ ASIAN - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- ☐ BLACK or AFRICAN AMERICAN - a person having origins in any of the black racial groups of Africa.
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- ☐ WHITE - a person having origins in any of the original peoples of Europe, the Middle East, or North America.

G. Sex

- ☐ Male
- ☐ Female

H. Disability

A person is disabled if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- | | |
|--|--|
| <input type="checkbox"/> I do not have a disability | <input type="checkbox"/> Convulsive disorder |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Mental retardation |
| <input type="checkbox"/> Blind | <input type="checkbox"/> Mental or emotional illness |
| <input type="checkbox"/> Missing extremities | <input type="checkbox"/> Severe distortion of limbs and/or spine |
| <input type="checkbox"/> Partial paralysis | |
| <input type="checkbox"/> Complete paralysis | |
| <input type="checkbox"/> I have a disability, but it is not listed (<i>specify</i>): | |

PRIVACY ACT AND PAPERWORK REDUCTION STATEMENT

Privacy Act Information: This information is provided pursuant to Public Law 93-579 ("Privacy Act of 1974") for individuals completing Federal records and forms that solicit personal information. The authority is Title V of the U.S. Code, sections 1301, 3301, 3304, and 7201. **Purpose and Routine Uses:** This form is maintained in Privacy Act system records 09-90-0006, Applicants for Employment Records, HHS/OS/ASMB. The information is this survey is used solely for research and for statistical purposes to help ensure that agency personnel practices meet the requirements of Federal law. No other uses will be made of this information. This form will be separated from other application materials upon receipt. **Effects of Non-Disclosure:** Providing this information is voluntary; no individual personnel selections are made based on this information. **Paperwork Reduction Act Statement:** A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number. Public reporting burden for this collection of information is estimated to vary from one to three minutes with an average of two minutes per response, including time for reviewing instructions, and completing and reviewing the collection of information.